

State of Colorado



Colorado Department of State Elections Division Request for Information (RFI)

DOS-RFI-2005-001

In Accordance with Colorado Revised Statutes [24-103-203] and
Colorado Procurement Rule [R-24-103-203-01 (f)]
The Colorado Department of State issues this RFI for

Election Voting Systems

June 17, 2005

Colorado Department of State – Elections Division
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1.0 Background Information

1.1 RFI Overview

The Colorado Department of State (CDOS) Elections Division is the issuer of this Request for Information (RFI). Those who submit a response to this RFI will be put on a list of potential bidders and will receive a copy of the formal Request for Proposals (RFP) scheduled to be issued in July 2005. The RFP will be open to qualified vendors whether or not those vendors choose to submit a response to this RFI.

1.2 RFI Purpose

The purpose of this RFI is:

- To provide prospective vendors with an overview of the conceptual model for the purchase and deployment of voting systems in the State of Colorado.
- To prompt open communications with prospective voting system providers on product availability, capability and support considerations.
- To provide the State with information to support the construction of specifications to be included in a voting system RFP.
- To identify RFI respondents willing to demonstrate their products and services to the CDOS.
- To provide information to Colorado counties to make them aware of the various vendors and their offerings.

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2.0 Project Scope

2.1 General Requirements

The principal scope of the Colorado voting system acquisition project is to deliver, within the optimal project budget and time constraints, a modernized voting system, which equals or exceeds the functionality, reliability, and overall requirements of HAVA and the criteria of the CDOS. For the purpose of this RFI, a voting system will consist of accessible voting units for disabled voters, direct recording electronic (DRE) units, voter-verifiable paper audit trail (V-VPAT), optical scan ballot counters, a software package (including election definition, ballot preparation and tabulation), supplies, system documentation, training, equipment maintenance and support services. Voting systems used in Colorado must be capable of providing accurate and timely election results.

2.2 Specific Requirements

Basic requirements for voting system hardware and software to be acceptable for use in Colorado elections include:

- System Certification under 2002 Federal Voting System standards.
- Colorado Secretary of State Certification.
- Agreement by vendor to abide by Federal statutes, rules and regulations.
- Agreement by vendor to abide by Colorado statutes and Election rules.

2.3 RFI/RFP Objectives

The objectives of the CDOS Voting System RFI/RFP process are:

- Gather information on voting system vendors' current offerings (RFI)
- Share information with State and County election officials (RFI)
- Solicit proposals from vendors on the details of their offerings to Colorado (RFP)
- Create a standard vendor contract to be used by Colorado election officials (RFP)
- Establish a Colorado preferred product pricing structure with each vendor (RFP)
- Select multiple vendors to provide products to Colorado (RFP)
- Select one vendor for which CDOS will provide support to counties (RFP)

2.4 Colorado's Voting System Procurement Model

The intent of the Colorado Secretary of State is to allow multiple vendors, upon certification by the Secretary, to market their voting systems to county election officials. The Office of the Secretary of State will support county voting system procurement efforts; however, ultimate contractual agreements will be between counties and voting system vendors.

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The vendors that meet the requirements defined in the upcoming RFP process and are selected to do business in Colorado, pending certification, will be asked to negotiate standard contract terms that they will agree to offer to county election officials. This approach of having a standard contract for approved vendors does not preclude a county from modifying the standard contract or from constructing their own contract.

In addition, one vendor will be selected from the RFP process for which the Office of Secretary of State will provide support to counties that select that vendor's system. The purpose of offering State support for a single vendor's system is to provide an option to the smaller county election offices that will be purchasing new equipment but may not have resources to support the various hardware/software functions required.

3.0 RFI Requirements

3.1 Voluntary Submittals

Responders to this RFI should understand that this is not a solicitation for products and/or services and will not result in an award or contract. Rather, this is an attempt by the Colorado Secretary of State to gather information from responders that will be used to improve the quality of the subsequent RFP.

Any submission by a responder to this RFI is completely voluntary and must be without charge. The State shall be under no obligation to pay for any information or ideas submitted in response to this RFI or any of the costs incurred by any party as a result of this RFI.

3.2 Confidentiality

No confidential information should be submitted in the response to this RFI. All responses shall be considered public information and will be handled as such.

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4.0 RFI Administration

4.1 RFI Response Deadline and Address

Responses to this RFI are due at the CDOS by **4:00pm, Mountain Standard Time, on Monday, June 27, 2005**. The RFI response shall be submitted to the following address:

**Colorado Department of State
Elections Division
Attn: Len Vest, DOS-RFI-2005-001
1700 Broadway, Ste 270
Denver, CO 80290**

AND/OR

Email to: len.vest@sos.state.co.us

4.2 RFI Response Content

Respondents shall complete the Vendor Response column of RFI Section 5, *RFI Questions and Vendor Responses*, and return it to CDOS by the above stated deadline. Respondents may also submit any marketing literature, system documentation or other information that might enhance CDOS understanding of respondent's offerings. Respondents may answer all, some or none of the questions in RFI Section 5. Respondents are not required to respond to the RFI in order to be eligible to respond to the forthcoming CDOS RFP. Some RFI questions may be repeated in the RFP.

The RFI response related to Section 5 of this RFI shall be submitted in MS-Word or MS-Excel format in the same format as the table in Section 5 of this RFI. If mailed to the address in Section 4.1, it should be submitted on a CD-ROM. If emailed, it should be in a MS-Word or MS-Excel file attachment.

Any marketing literature that is not in electronic form can be mailed to the address in Section 4.1.

4.3 RFI Questions from Vendors

Questions regarding this RFI can be directed to:

Len Vest
Colorado Department of State, Elections Division
HAVA Deputy Director
Phone: 303-894-2200, ext 6317
Email: len.vest@sos.state.co.us

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5.0 RFI Questions and Vendor Responses

| NBR | QUESTION | VENDOR RESPONSE |
|------------|--|------------------------|
| 1. | What is your company name, address, phone number and website address? | |
| 2. | Is your company incorporated and, if so, in which State? | |
| 3. | What are the names, along with titles, addresses, phone numbers and email addresses of your company's contact(s) to be used by the Colorado Elections Division? | |
| 4. | How long has your company been in the business of providing elections equipment, supplies and/or services? | |
| 5. | Does your company belong to a stock exchange and, if so, what exchange and under what symbol? | |
| 6. | What were your key financial results (revenues, profit, assets, and liabilities) over the past three years derived solely from your elections-related business operations? | |
| 7. | Are other companies instrumental in the production and delivery of your offerings? If so, please list those companies and their involvement with your offerings. | |
| 8. | In how many states do you currently have voting systems that you might propose to Colorado, installed and operational? | |
| 9. | Please list the three largest election jurisdictions that have used the voting systems you might propose to Colorado, including (a) the name of the elections in which the systems were in use and (b) the number of voters that voted using the system. | |
| 10. | Do you offer Direct Recording Electronic (DRE) equipment? If so, provide model identification, NASED certification number and/or status (1990, 2002, Pending), specifications, and disabled | |

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| NBR | QUESTION | VENDOR RESPONSE |
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| | voter usability features. | |
| 11. | If you offer a DRE, do you offer a Voter-Verifiable Paper Audit Trail (VVPAT) device? If so, provide model identification, NASED certification number and/or status (2002 or Pending), and equipment specifications. | |
| 12. | Do you offer Central Count Optical Scan voting equipment? If so, provide model identification, NASED certification number and/or status (1990, 2002, Pending), and equipment specifications. | |
| 13. | Do you offer Polling Place Optical Scan voting equipment? If so, provide model identification, NASED certification number and/or status (1990, 2002, Pending), and equipment specifications. | |
| 14. | Do any of your products include firmware? If so, please list the product(s) and firmware version and certification information (1990, 2002, Pending). | |
| 15. | Do you offer software to control voting system and election setup, ballot definition, tabulate and provide reporting? If so, provide model identification, NASED certification number and/or status (1990, 2002, Pending), and software specifications. | |
| 16. | What voting system documentation do you provide (such as technical and system administration manuals, user manuals, and online help features)? | |
| 17. | What support services and voting supplies do you offer to users of your voting systems? | |
| 18. | What products/services do you offer that have not been described by previous responses? | |
| 19. | What are your current delivery capabilities (time from order to installation) for your | |

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| NBR | QUESTION | VENDOR RESPONSE |
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| | various offerings? | |
| 20. | Do you have a standard contract and terms associated with the purchase of your offerings? If so, please provide a copy with your submittal of this Section 5. | |
| 21. | How many ballots per hour can typically be processed on your (a) DRE, (b) Central Scan and (c) Polling Place Scan equipment? Any statistics that reflect voter and ballot throughput using your products will be beneficial. | |
| 22. | Do you have any experience with and will you consider interfacing your DRE with a third-party independent electronic auditing system that can verify the accuracy of your system in receiving and tallying voter choices while at the same time guaranteeing the confidentiality and secrecy of each voter's selections? If so, please explain your approach to this process. | |
| 23. | Are you planning to retrofit your existing customer's DRE inventory with a VVPAT device? If so, please explain the current status and characteristics of your retrofit approach. | |
| 24. | If you offer a VVPAT device, how does it work on the DRE (continuous paper roll, paper cut between voters, sequential or randomized recording of vote, length of paper used for candidate and/or race, barcode write/read capability, etc.)? | |
| 25. | Does your DRE allow for provisional ballot voting and reporting? | |
| 26. | Do you have a best practice approach for the mixture of deployment of your voting equipment depending on size of county? If so, please provide your deployment methodology. | |
| 27. | What support and service offerings do you provide (election setup, ballot production, | |

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| NBR | QUESTION | VENDOR RESPONSE |
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| | etc.)? | |
| 28. | Do you offer a product warranty for hardware, software or both? | |
| 29. | What are your typical product warranty terms? | |
| 30. | Do you offer a maintenance agreement? | |
| 31. | What are your insurance limits? | |
| 32. | Have you developed cost data related to your equipment offerings? For example, the cost per voter to operate each type of equipment you offer. If so, please provide your cost findings. | |
| 33. | What purchasing arrangements are you willing to offer (one time payment, installment payments, leasing option, etc.)? | |
| 34. | How do you address the ownership of the hardware and software? | |
| 35. | Do you offer volume discounts on the purchase of your equipment and services? | |
| 36. | How often do you typically provide upgrades to your voting equipment? | |
| 37. | Have you documented best practices for training users on your equipment, testing your equipment and securing your equipment? If so, please provide your best practices. | |
| 38. | Do you have customers that are using your equipment or software along with equipment or software from another vendor? If so, how does your customer integrate the tabulation results from your equipment and the other vendor's equipment? | |
| 39. | Are you willing and capable of interfacing your election setup and tabulation software with a Statewide voter registration and election management system developed by our voter registration vendor (Accenture)? | |
| 40. | Have you deposited your software with an escrow service or a governmental agency for subsequent verification purposes? If so, explain the process you have used and | |

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| | identify the firm or agency you have used for this purpose. | |
| 41. | Do you use an automated system/database to track the maintenance and repair activities you undertake on your voting systems hardware and software after you have deployed your system in county election offices? | |
| 42. | Do you have experience deploying your voting system for use in consolidated polling places (super polling places or vote centers) that are used in early voting or on election day? If so, please describe your experience. | |